21st CCLC Profile & Performance Information Collection System (PPICS)

Getting Started

New Cohort Institute
October 7-8, 2008

21st Century Community Learning Centers

The dramatic acceleration of support for afterschool programs began with the White House's *21st CCLC* initiative in 1997…

The 21st Century Community Learning Centers program quickly became the fastest growing program in the federal government!

Things are going well for the 21st CCLC program

- The program won some prestigious awards --

INNOVATIONS IN AMERICAN GOVERNMENT

21st Century Community Learning Centers

U.S. Department of Education

2001 SEMIFINALIST

Innovations in American Government is an awards program of the Institute for Government Innovation at the John F. Kennedy School of Government at Harvard University. The awards program is funded by the Ford Foundation and administered in partnership with the Council for Excellence in Government.

David R. Gergen
Chairman

Gail C. Christopher
Executive Director

Alan Altshuler
Faculty Chair

Public Service Excellence Awards

• 2002 Awards •

Public/Private Partnership

U.S. Department of Education
C.S. Mott Foundation
"21st Century Community Learning Centers"

State • Federal • City
Interagency/Intergovernmental
International • County
Community Service

Affirming Pride in Public Service

What Is PPICS?

- U. S. Dept of Education Web-based data collection system
- Designed to collect information about state-administered 21st CCLC Programs
- Two basic modules:
  - Grantee Profile
  - Annual Performance Report (APR)
- Additional reports section

PPICS as Part of Your Grant

- It is important for all level of staff to be aware of the PPICS report
- All staff can contribute to the data collection
- The APR may be a valuable contribution to the program

Why Is This Information Being Collected?

- To report on Government Performance and Results Act (GPRA) indicators for the 21st CCLC program.
- To monitor how the program is operating under state administration.

Why Is This Information Being Collected?

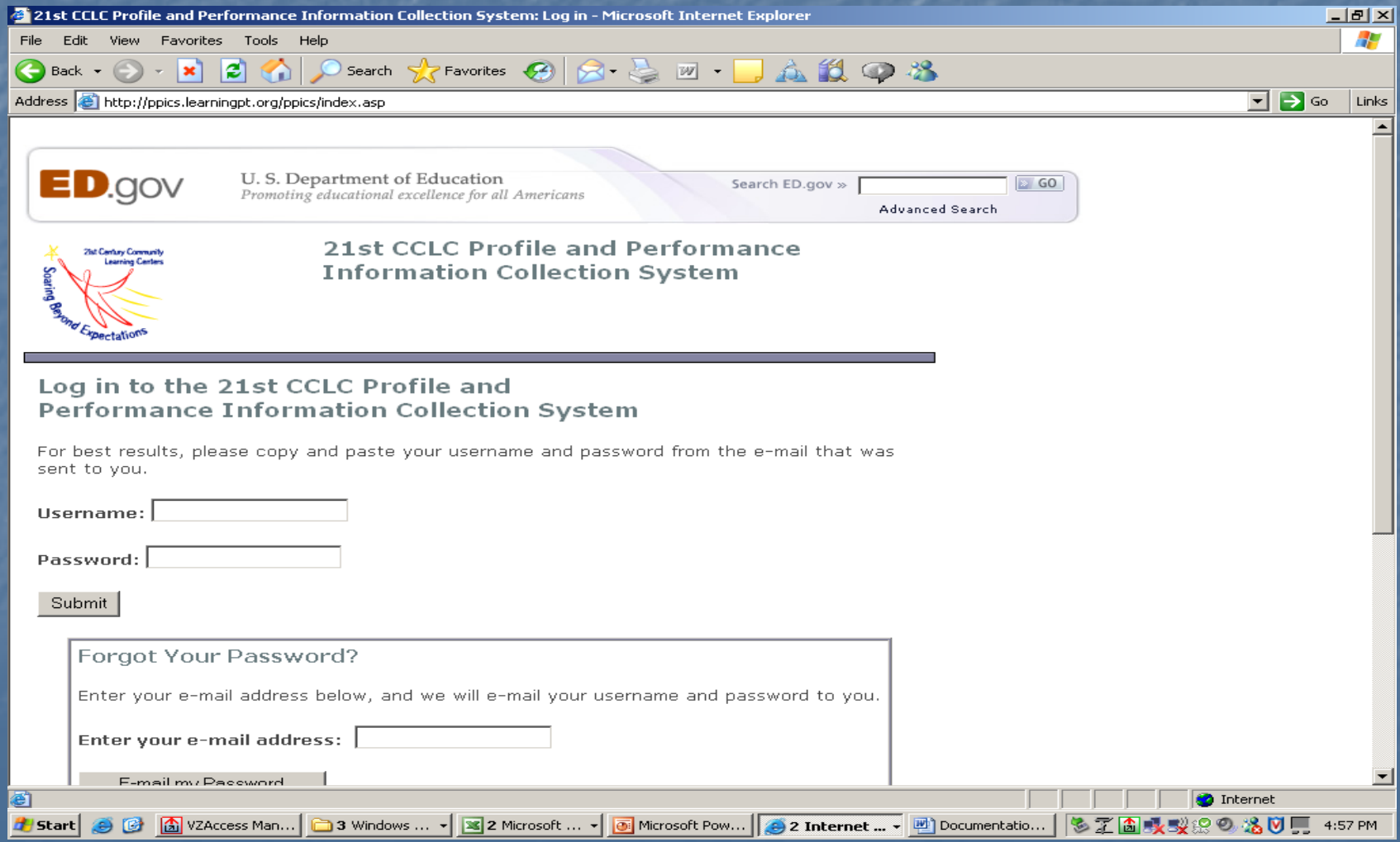
To provide U.S. Department of Education (ED) staff with the capacity to respond to congressional, Office of Management and Budget, and other ED inquiries about the program.

How Grantees Gain Access to PPICS

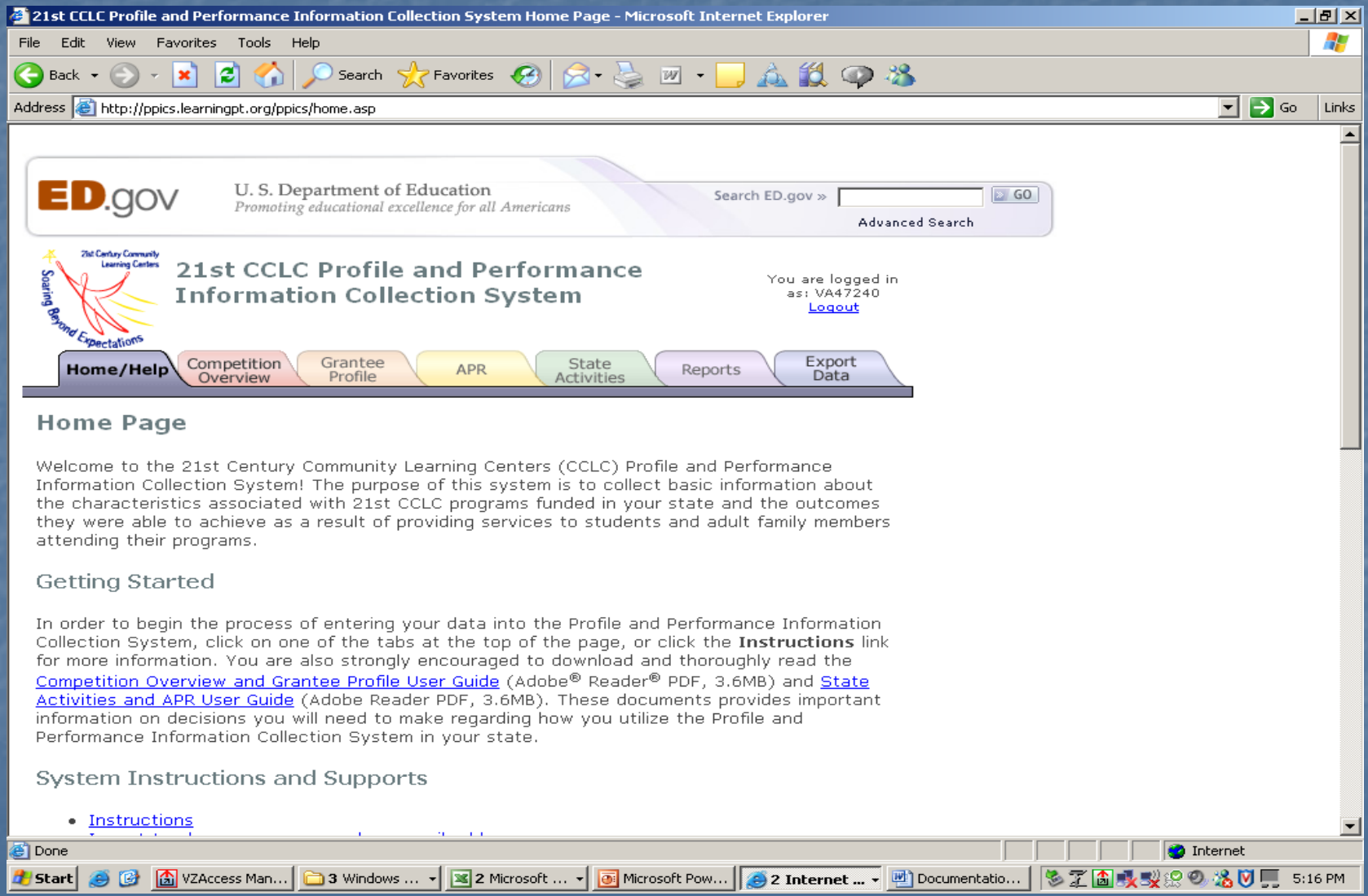
- State staff need to complete a delegation form in PPICS.
- An e-mail is then sent by LPA to the grantee contact specified by the state that contains username and password information.
- A username and password will be sent for each grant delegated to the local user by the state in separate e-mails.

PPICS Log In Page

ppics.learningpt.org



PPICS Home Page



Key Resources for Getting Started

System Instructions and Supports

- Instructions
- I want to change my password or e-mail address
- Technical Support, Troubleshooting, and Contact List

User Guides and Forms

- Grantee Profile User Guide (Adobe Reader PDF, 2.2MB)
- APR User Guide (Adobe Acrobat PDF, 2.4MB)
- Adding Feeder Schools To Your Grantee Profile (Adobe Acrobat PDF, 289KB)
- 2005-06 Printable Forms for Grantees—Level Sections of the APR (Microsoft Word document, 136KB)
- 2005-06 Printable Forms for Centers—Level Sections of the APR (Microsoft Word document, 968KB)
- Teacher Survey Guide (Adobe Reader PDF, 158KB)
- Teacher Survey – Revised March 2005

Other Resources

- Search the public 21st CCLC Profile and Performance Information Collection System Web site
- Important Terms and Definitions
- Purpose of this data collection
- FAQ
- Paperwork Reduction Act Statement
- Key PPICS Dates

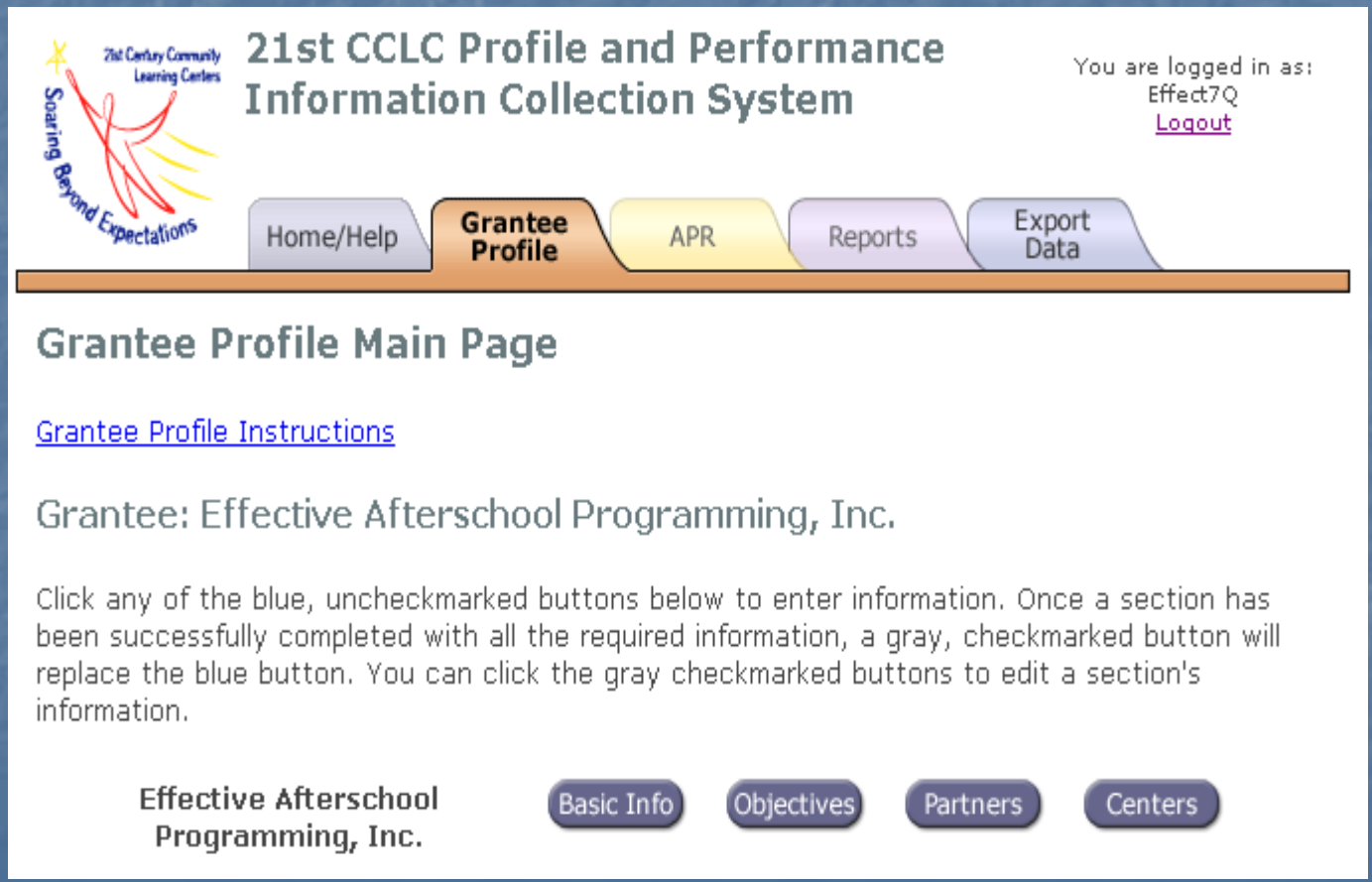
Key Resources for Getting Started

- The following resources can be found on the **Home/Help** page:
  - Grantee Profile User Guide
  - APR User Guide
  - Important Terms and Definitions
  - Frequently Asked Questions (FAQs)
  - Printable APR Forms (after first full year of operation)

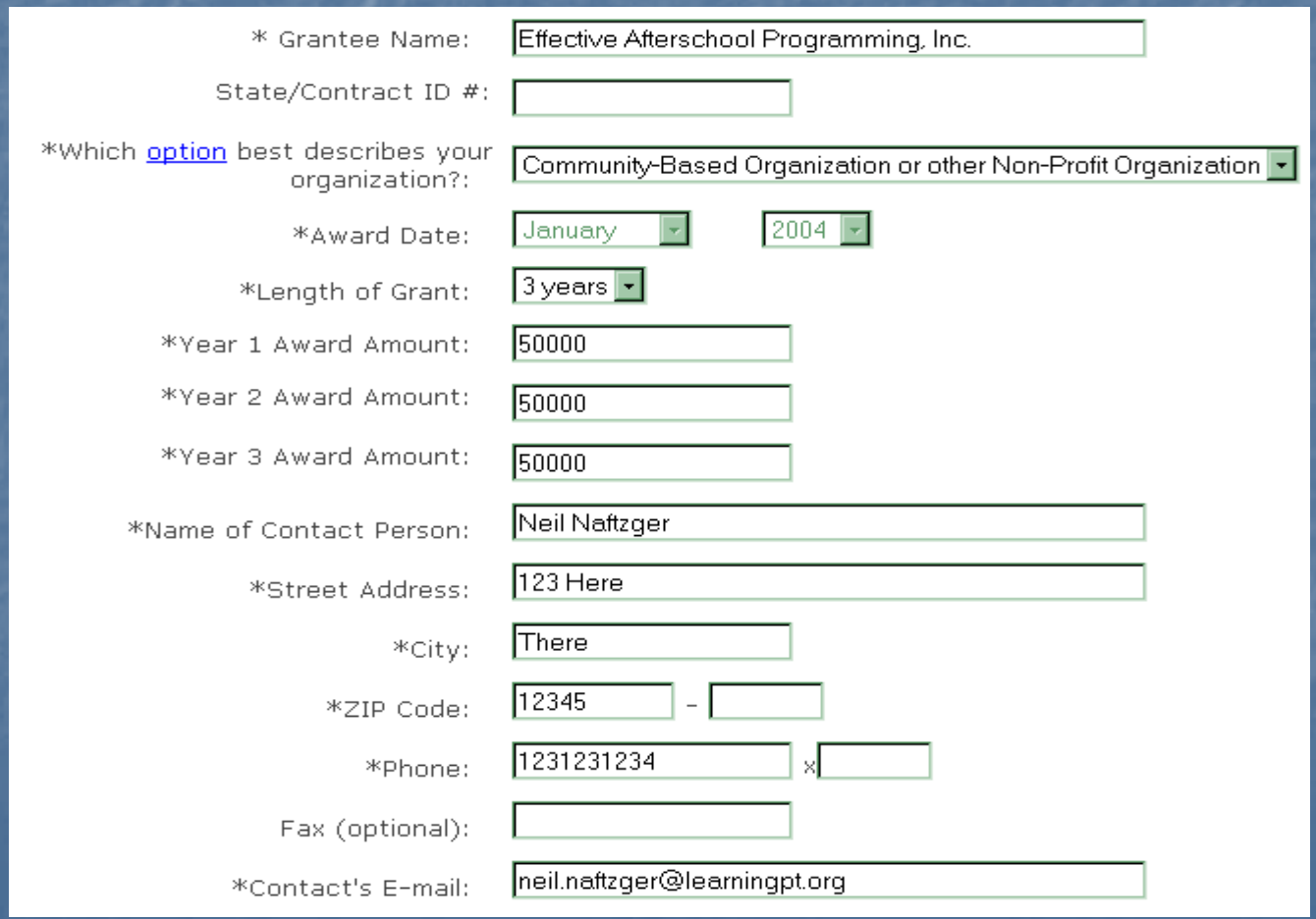
Information Needed for the Grantee Profile module

- A profile needs to be completed for each 21st CCLC grant received by a grantee.
- Current or proposed attributes of a program.
- Four Primary Sections
  - Basic Info
  - Objectives
  - Partners
  - Centers (Center Info, Prior Info, Feeder Schools)

Information Needed for the Grantee Profile module

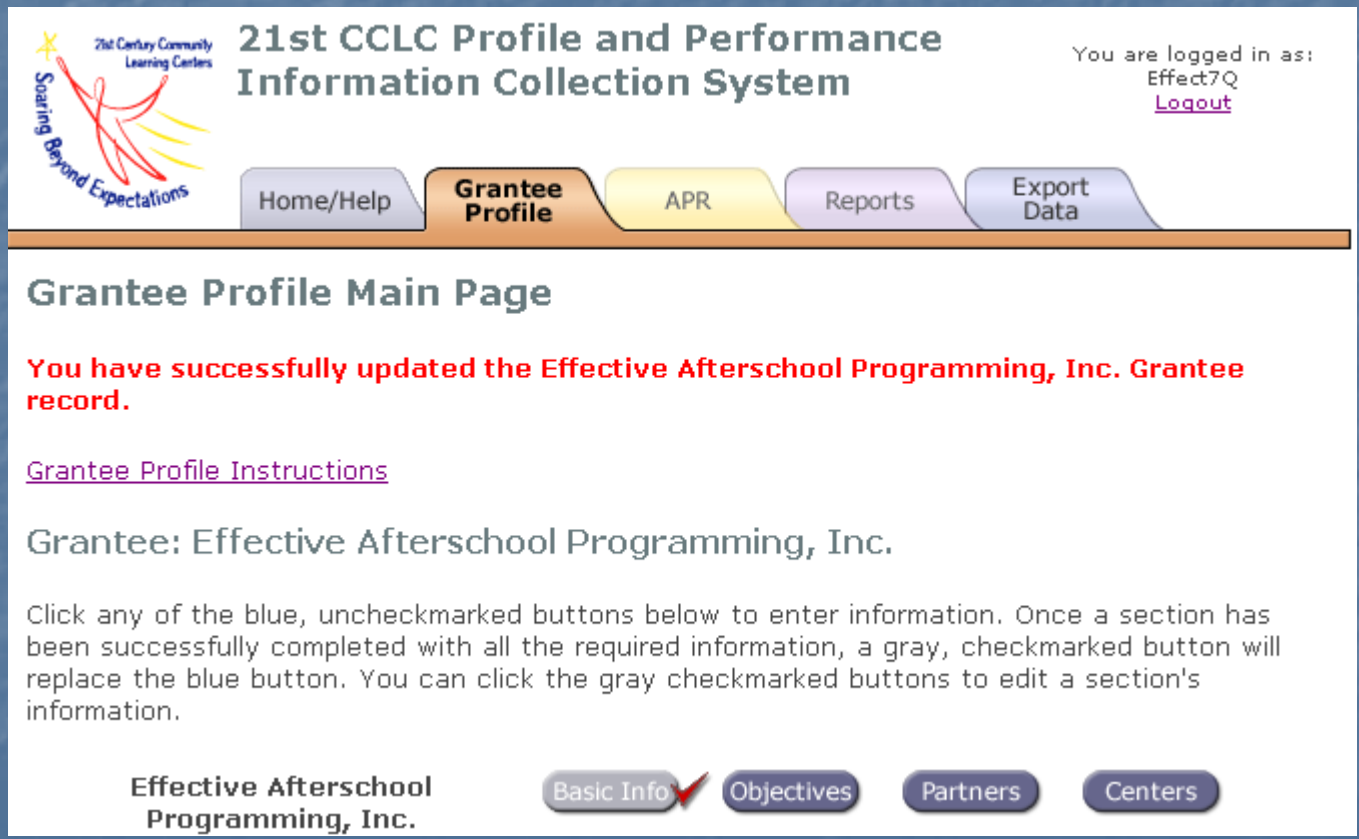


What information needs to be provided for the Grantee Profile module Basic Info



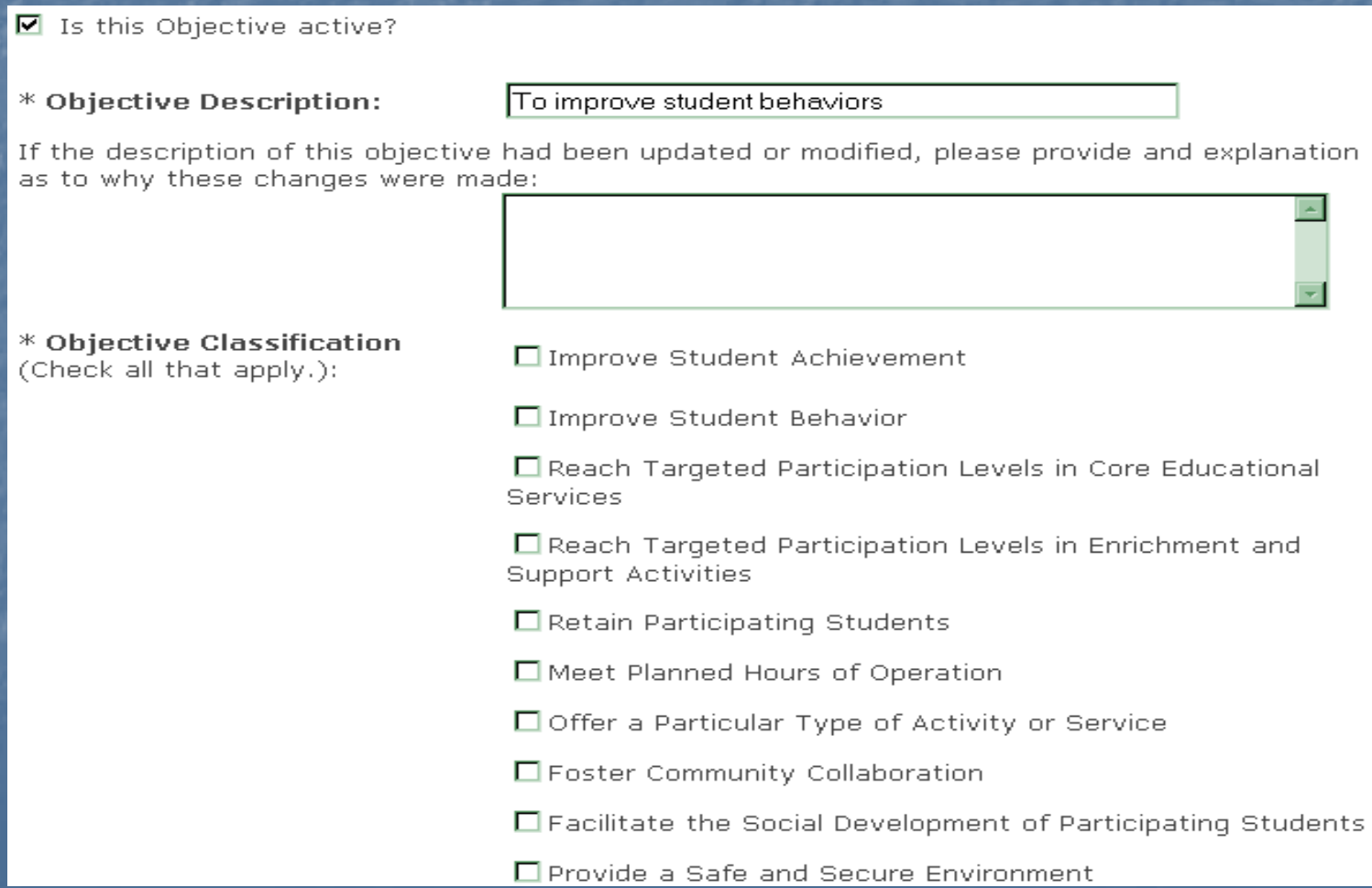
* Grantee Name:	Effective Afterschool Programming, Inc.
State/Contract ID #:	
*Which option best describes your organization?:	Community-Based Organization or other Non-Profit Organization
*Award Date:	January 2004
*Length of Grant:	3 years
*Year 1 Award Amount:	50000
*Year 2 Award Amount:	50000
*Year 3 Award Amount:	50000
*Name of Contact Person:	Neil Naftzger
*Street Address:	123 Here
*City:	There
*ZIP Code:	12345 -
*Phone:	1231231234 x
Fax (optional):	
*Contact's E-mail:	neil.naftzger@learningpt.org

What information needs to be provided for the Grantee Profile module?

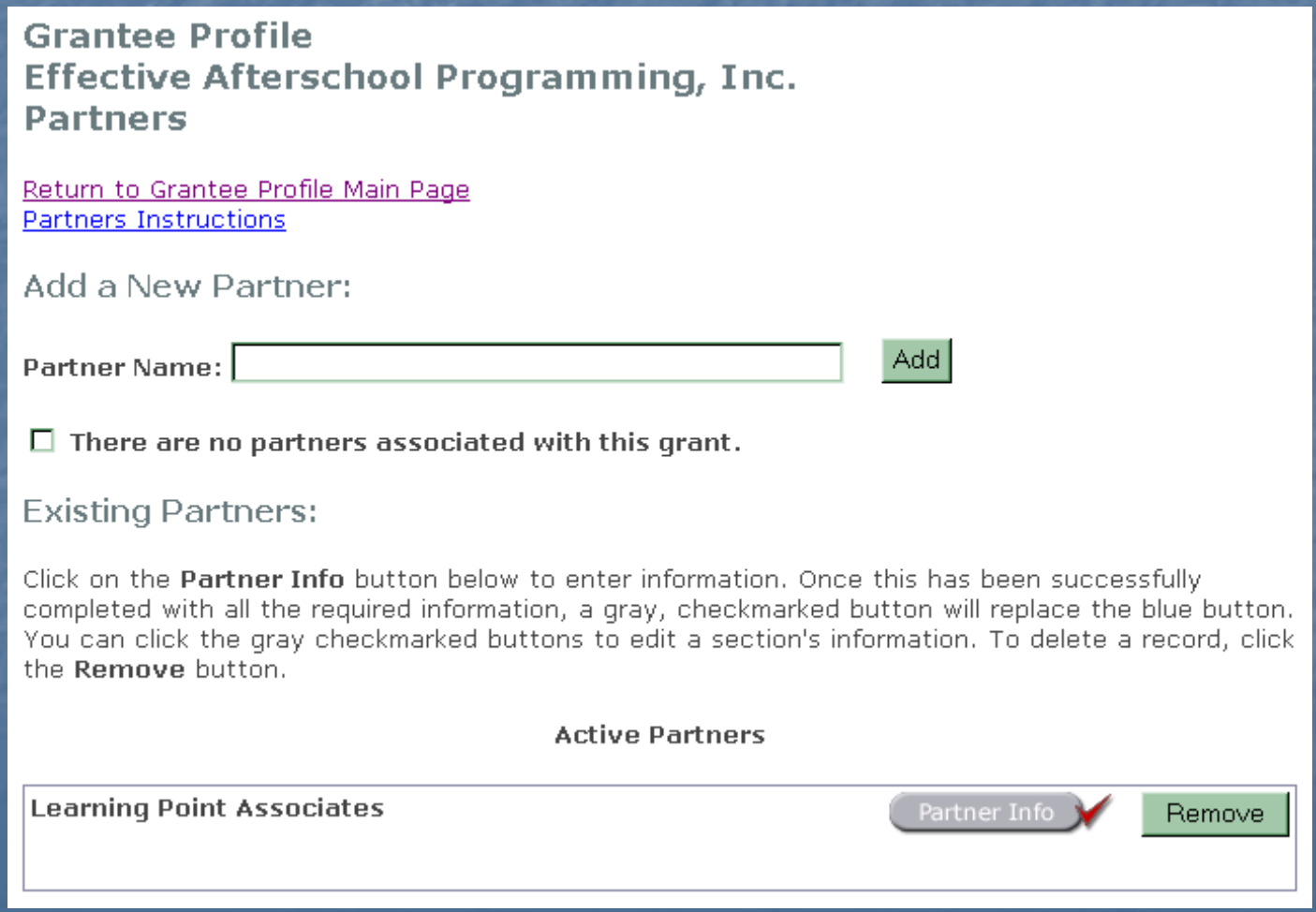


What information needs to be provided for the grantee profile module Objectives

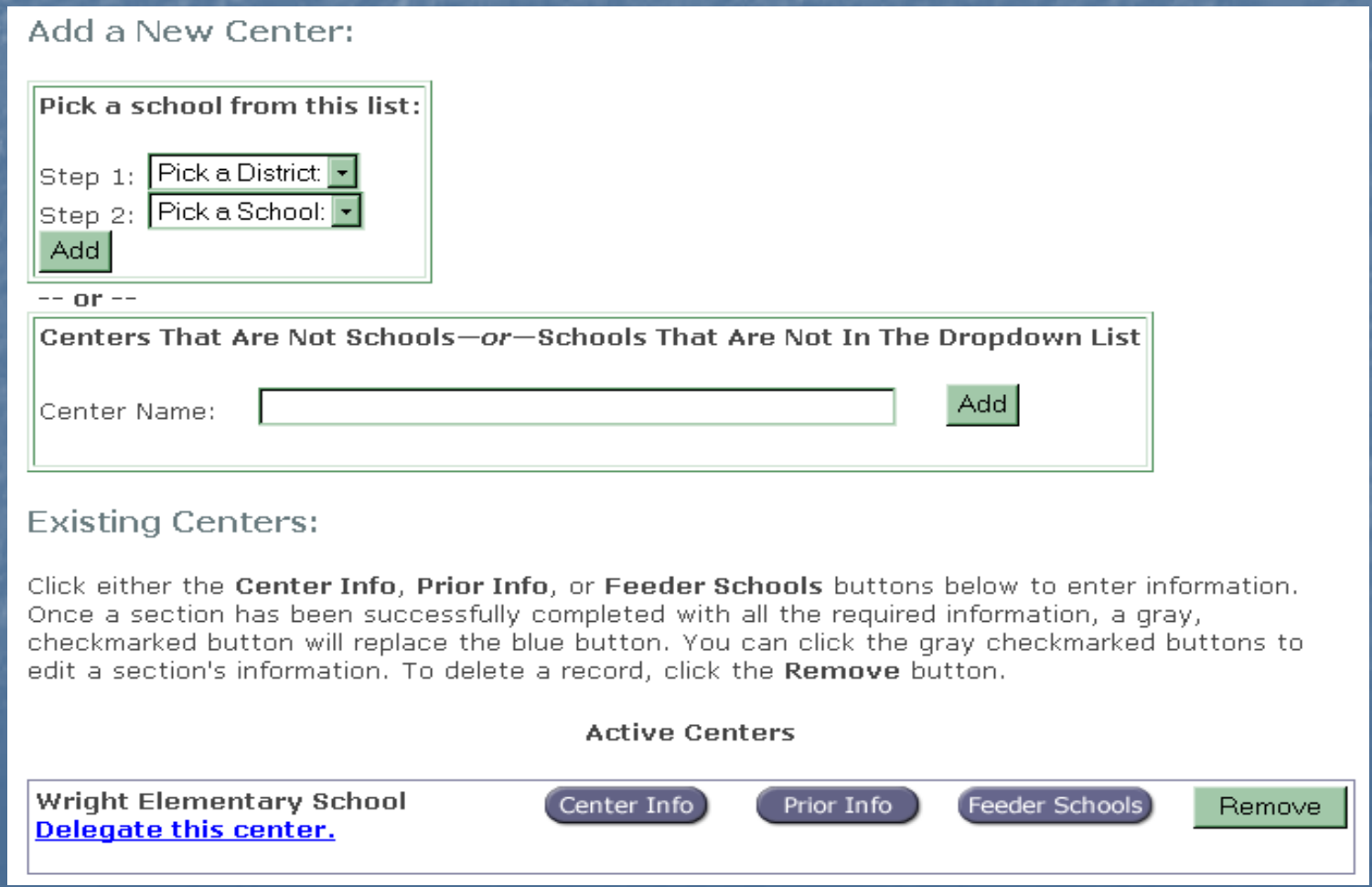
What information needs to be provided for the Grantee Profile module - Objectives



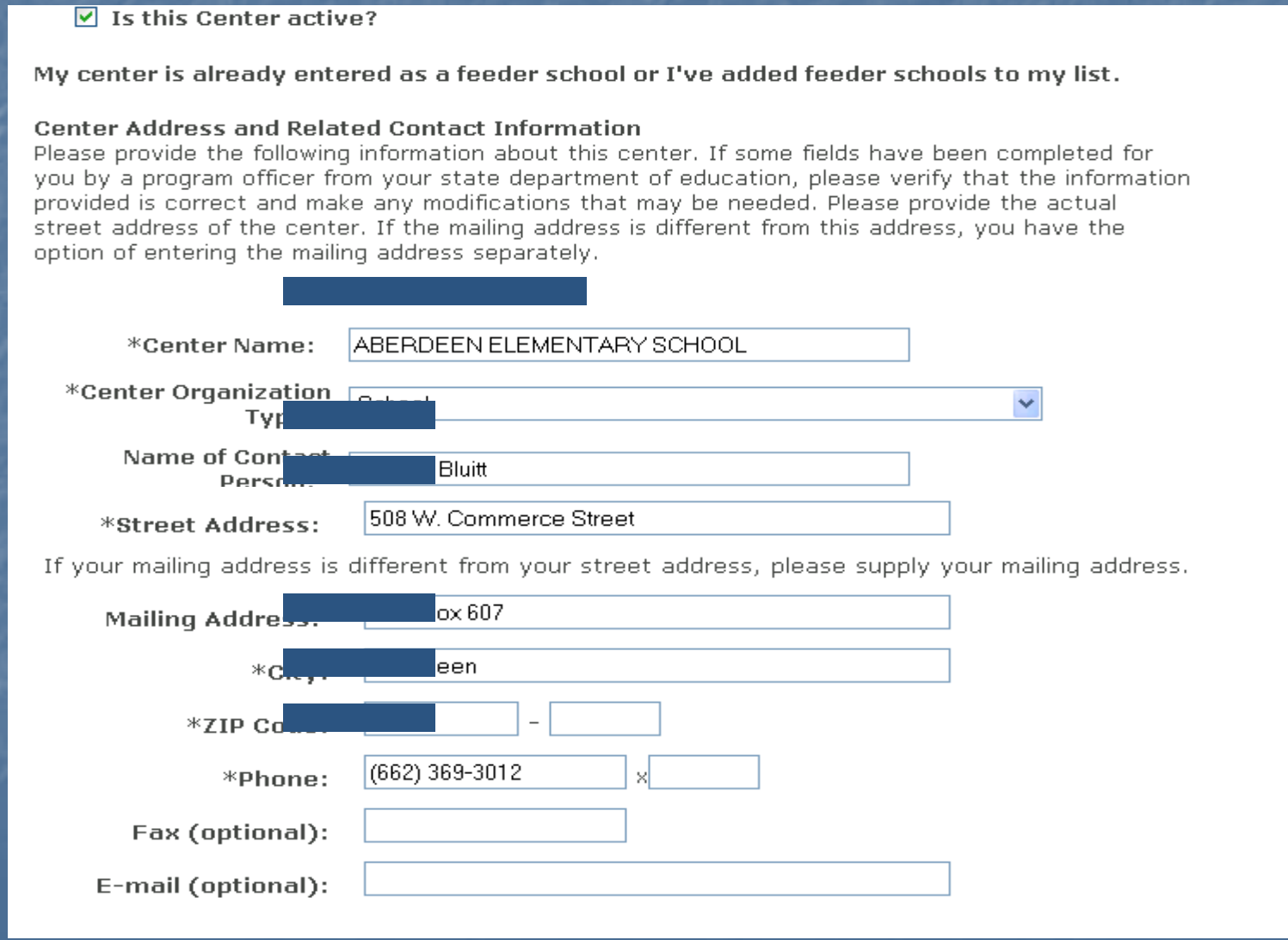
What information needs to be provided for the Grantee Profile module Partners



What information needs to be provided for the Grantee Profile module - Centers



Center Information



Center Information

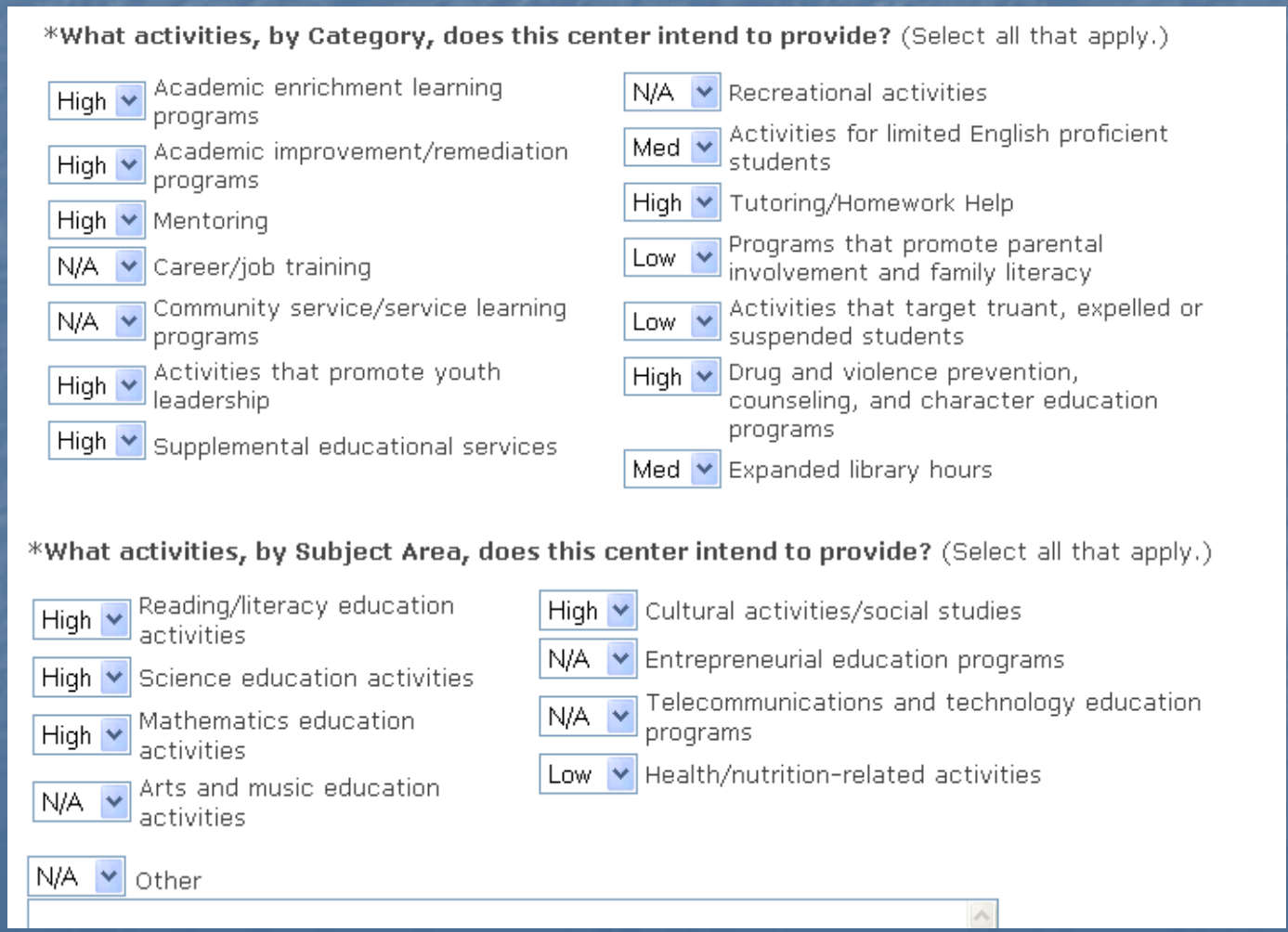
Center Hours and Weeks of Operation
Please complete this section of information that is either true about this currently operating center or with information that will be true once the center is open.

***When will this center be open?** (Check all that apply.)

School Year	Summer
☐ Weekdays Before School Hours	☐ Weekdays
☐ Weekdays During School Hours	☐ Weekday Evenings
☑ Weekdays After School Hours	☐ Weekends
☐ Weekends	

	School Year	Summer
***Typical** Number of Total Hours per Week the Center Anticipates Being Open:	6	0
*Number of Weeks the Center Anticipates Being Open:	13	0
***Typical** Number of Days per Week the Center Anticipates Being Open:	3	0

Center Information



*What activities, by Category, does this center intend to provide? (Select all that apply.)

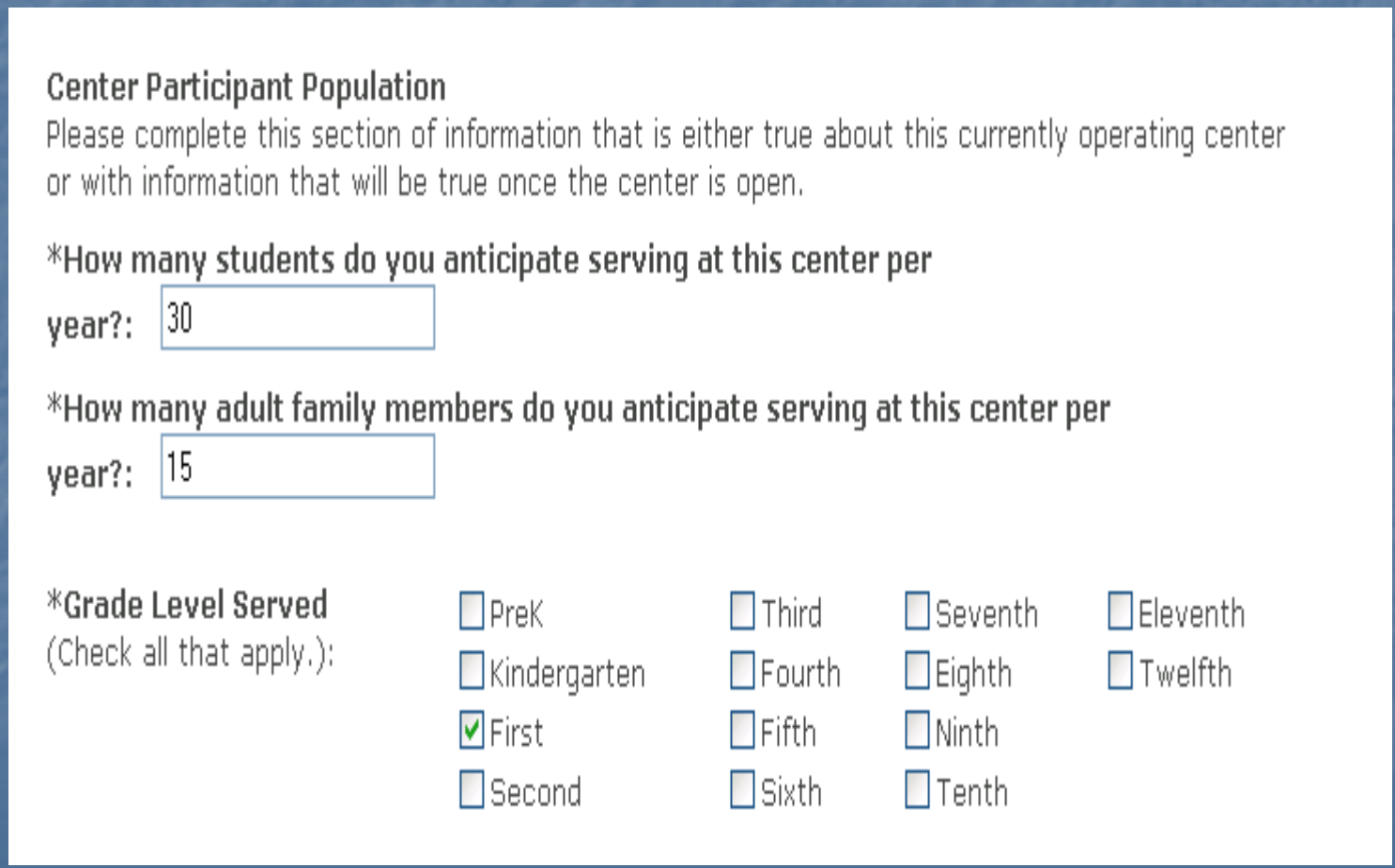
- High — Academic enrichment learning programs
- High — Academic improvement/remediation programs
- High — Mentoring
- N/A — Career/job training
- N/A — Community service/service learning programs
- High — Activities that promote youth leadership
- High — Supplemental educational services
- N/A — Recreational activities
- Med — Activities for limited English proficient students
- High — Tutoring/Homework Help
- Low — Programs that promote parental involvement and family literacy
- Low — Activities that target truant, expelled or suspended students
- High — Drug and violence prevention, counseling, and character education programs
- Med — Expanded library hours

*What activities, by Subject Area, does this center intend to provide? (Select all that apply.)

- High — Reading/literacy education activities
- High — Science education activities
- High — Mathematics education activities
- N/A — Arts and music education activities
- High — Cultural activities/social studies
- N/A — Entrepreneurial education programs
- N/A — Telecommunications and technology education programs
- Low — Health/nutrition-related activities

N/A — Other

Center Information



Center Participant Population

Please complete this section of information that is either true about this currently operating center or with information that will be true once the center is open.

***How many students do you anticipate serving at this center per year?:** 30

***How many adult family members do you anticipate serving at this center per year?:** 15

***Grade Level Served** (Check all that apply.):

☐ PreK	☐ Third	☐ Seventh	☐ Eleventh
☐ Kindergarten	☐ Fourth	☐ Eighth	☐ Twelfth
☑ First	☐ Fifth	☐ Ninth	
☐ Second	☐ Sixth	☐ Tenth	

Prior Information

***What was the length of time your center was in operation before receiving state-provided 21st CCLC funding?** If you select *There was no prior out-of-school time program at this location*, then you do not have to fill out the rest of the form.

- ○ Less than two years
- ◉ Two to five years
- ○ Six to ten years
- ○ More than ten years
- ○ There was no prior out-of-school time program at this location

***Prior* Activities:**
Please indicate what types of activities were provided at this site prior to state-provided 21st CCLC funding and at what degree of frequency.

	Routinely (e.g., 3 to 4 times a week)	Frequently (e.g., 3 to 4 times a month)	Rarely (e.g., once or twice every couple of months)	Did not provide
Academic enrichment learning programs	◉	○	○	○
Other enrichment activities (e.g., music, arts, cultural studies, and youth development activities)	○	○	◉	○
Homework and tutoring assistance	◉	○	○	○

Prior Information

*Prior Operations (Check all that apply.)

- [x] School year
- [x] Summer

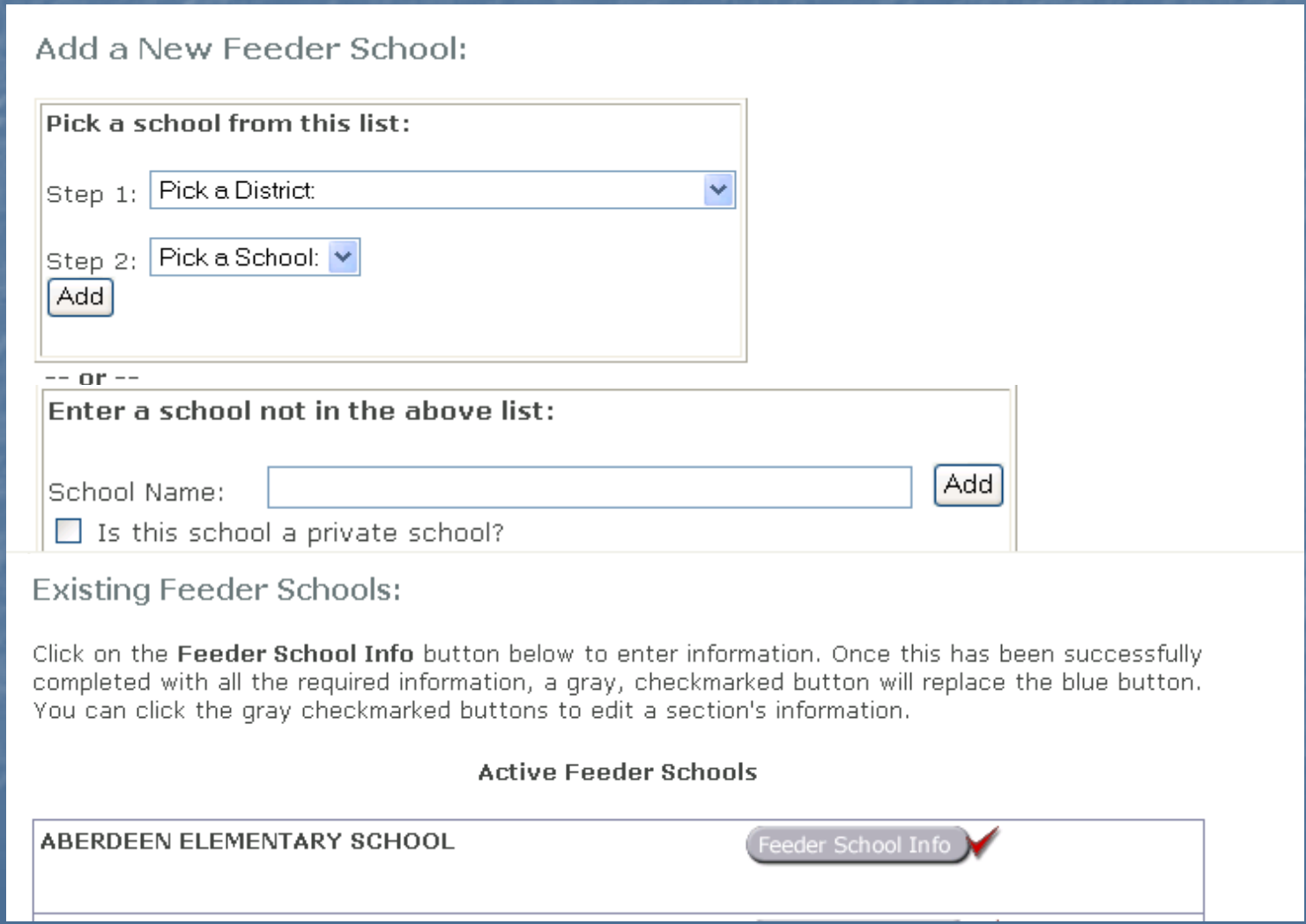
*Prior Staffing (Check all that apply.)

- [x] Paid staff—certified teacher(s)
- [ ] Other paid staff with a bachelor's degree or higher
- [ ] Other paid staff with some or no college
- [ ] Volunteer staff

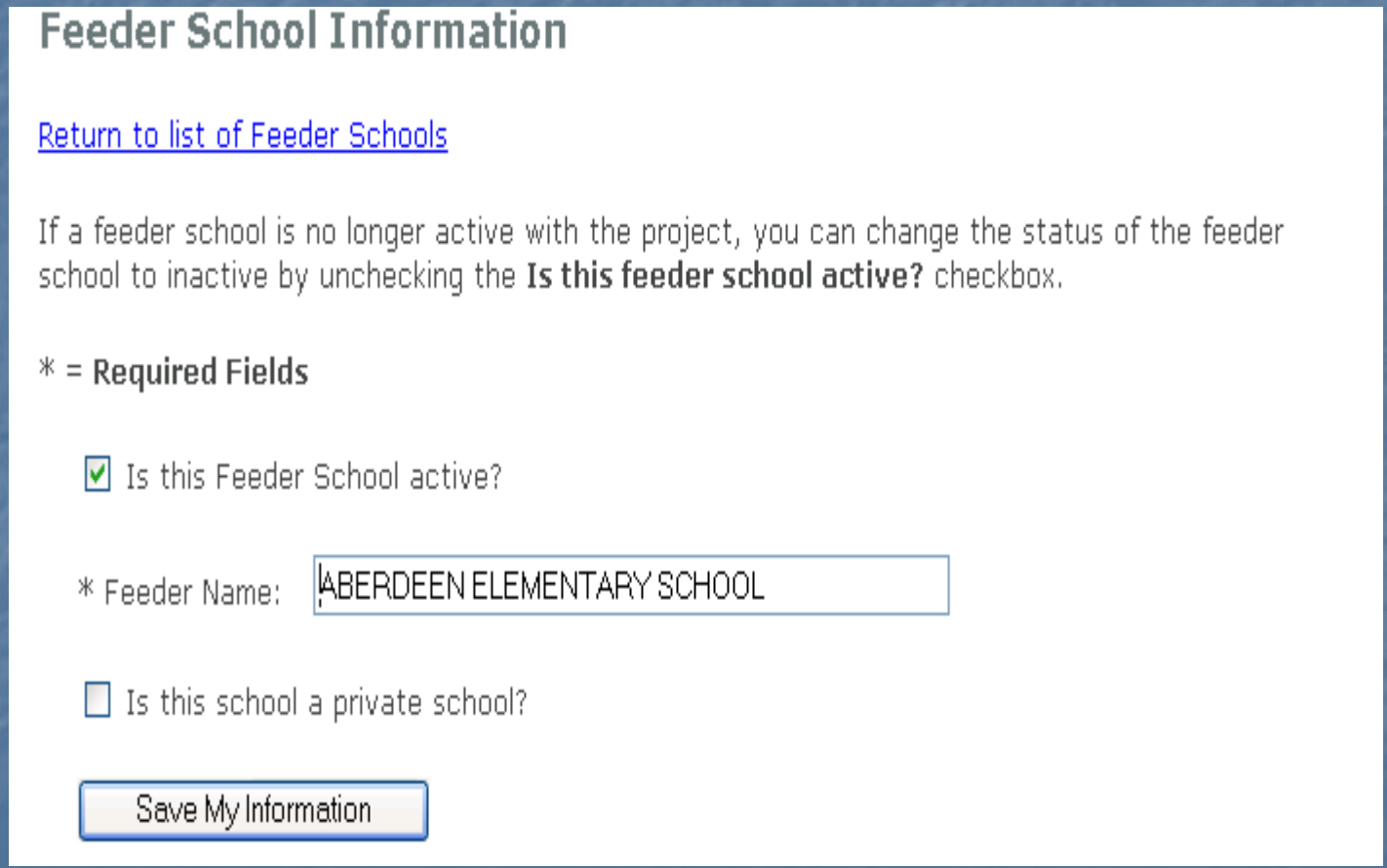
*Was this center previously funded under a 21st CCLC federal discretionary program?

- ( ) Yes
- (•) No

Feeder Schools



Feeder School Information



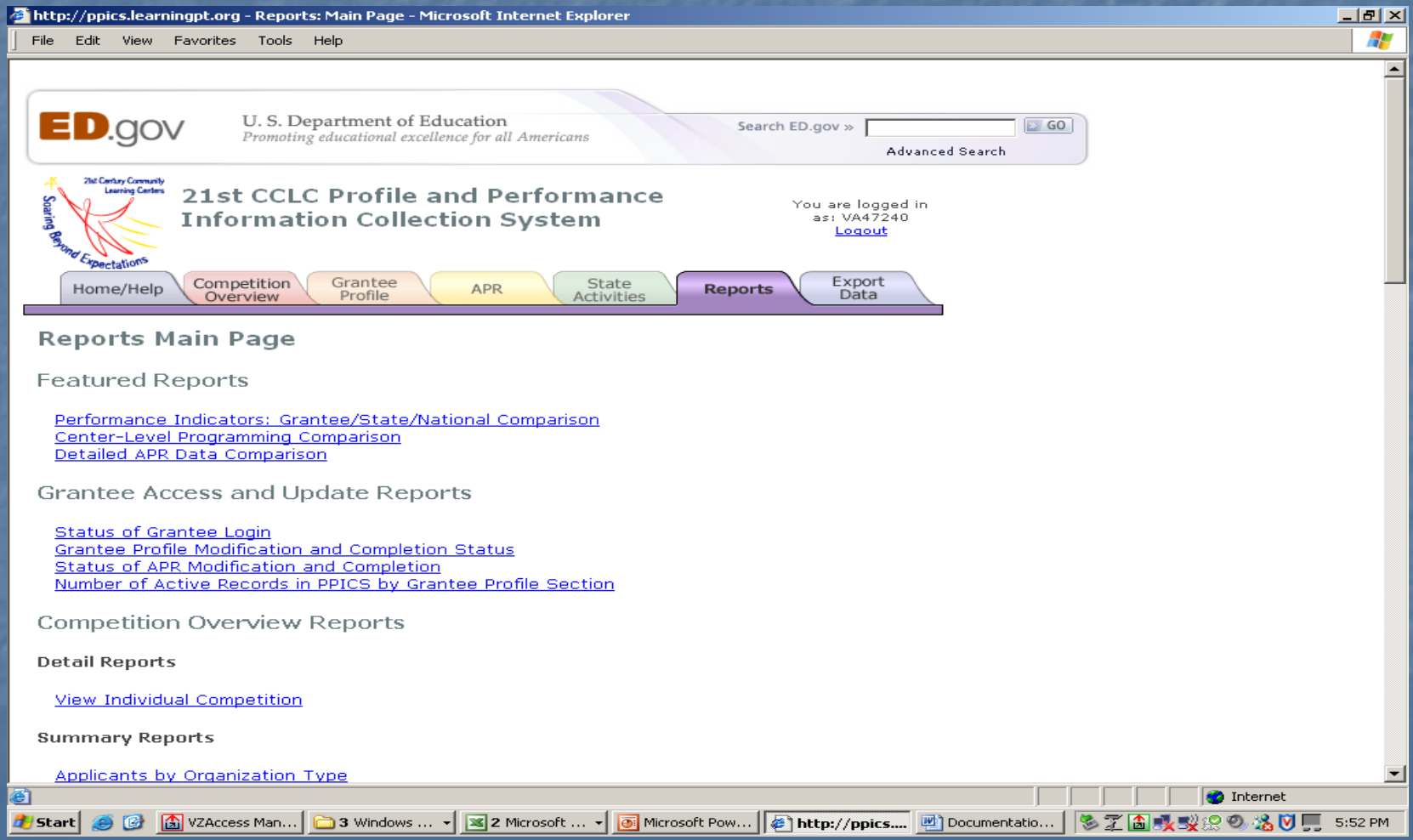
Grantee Profile Tips

- Ensure your contact e-mail address is correct and up to date in PPICS.
- Help ensure:
  - Objectives are classified appropriately.
  - The grantee is not identified as a partner.
  - Centers added to the system are consistent with the definition of a 21st CCLC.
  - Feeder school records are correct.
  - The profile is updated to reflect program changes.

Grantee Profile Tips

- Use remove function only to correct mistakes.
- Use the inactivate function to signify that something that was once true about your program is no longer.
- Use Grantee Profile Exception reports to determine what information is missing.

Information Available - Reports



PPICS Help Desk

- E-mail: 21stcclc@contact.learningpt.org
- Toll-free phone: 866-356-2711
- Goal is to respond to Help Desk requests within one or two business days.

Getting There

Is most important; not the speed in which you go...

Good Luck!